

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE:   INDUSTRIAL SPECIALIST II -  
                          Packing and Processing Plant

SALARY GROUP:     A14

DEPARTMENT:       Agribusiness, Land and Minerals

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CERTIFICATION:    I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY:           Matt Demny                           DATE:      03/31/2016     

POSITION #:             023143     

**I.   JOB SUMMARY**

Performs routine work in the production and processing of various products. Work involves monitoring the activities of offenders to ensure efficient operations. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

**II.  ESSENTIAL FUNCTIONS**

- A. Monitors production to ensure a continuous flow of assigned work and quality and quantity control of finished products; and conducts periodic spot checks for cleanliness and quality control.
- B. Ensures that proper safety and work habits are maintained and job training is conducted.
- C. Maintains and oversees the maintenance of machinery and equipment in the assigned area.
- D. Responds to emergency situations; searches for escaped offenders; transports offenders; and performs various correctional and custodial functions as assigned.
- E. Assists in maintaining security of assigned offenders.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**III. MINIMUM QUALIFICATIONS**

- A. Education, Experience, and Training
  - 1. Graduation from an accredited senior high school or equivalent or GED.
  - 2. Experience in meat processing operations or packing plant operations preferred.

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B. Knowledge and Skills

1. Knowledge of meat processing or packing plant operations and quality control procedures preferred.
2. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
3. Skill to follow production procedures.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to train others.
6. Skill in the operation and maintenance of food processing machinery and equipment preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, dampness and chill, excessive or intermittent noise, grease, oils, solvents, slippery or uneven walking surfaces, working at heights, working on ladders or scaffolding, working with hands in water, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, forklift, pallet jack, industrial meat processing equipment, scales, and automobile.